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Acting Chief, Administration, OTS

4 October 1952

Chief, Organization and Methods Service

Request for Reclassification of Position Y 2h, OTS.

1. Your request of September 12 has my concurrence, and I have advised the Chief, Classification and Wage Division, Personnel.

2. In looking over the duties you propose to assign this position, I give you the following observations which may be of some assistance in determining the volume of work you can expect from the person filling this position. The comments I make are in accordance with subparagraphs of paragraph 3:

a. Very little time should be needed for this work, except when you receive the request for budget information from the Comptroller.

b. No comment.

c. and e. Inasmuch as the Comptroller furnishes monthly allotment expenditures by object class, it should not be necessary to run a very detailed ledger, but just keep some idea of the rate of your expenditures during the month. If you run a completely detailed ledger, you will simply duplicate the records the Comptroller keeps.

3. The above observations are merely made for your consideration to help you to see that the job does not grow unnecessarily large.

W. L. PEEL ok

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 15 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S RET. JUST. 22  
NEXT REV DATE '89 REV DATE 12-5-79 REVIEWER 23592 TYPE DOC. 02  
NO. PGS 3 CREATION DATE - ORG COMP 30 OPI 32 ORG CLASS S  
REV CLASS C REV COORD. - AUTH: HR 70-3

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OFFICE OR STAFF		OFFICE CODE	REQUEST NO.	APPROVAL NO.	NET CHANGE		ORGANIZATION CODE
OTS		Y	12 September 1954	9-27-52	225	NEW BR. & DIV. TOTALS	(Machine Record)
DELETIONS			ADDITIONS				Page 1 of 2 Pages
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NET CHANGE	ORGANIZATION CODE
<u>ADMIN. STAFF</u> Fiscal Section Clerk-Typing	GS-301-4	24	<u>ADMIN. STAFF</u> Fiscal Section Fiscal Accountant	GS-501-7	262		
NEW OFFICE TOTALS			APPROVAL				
25X1A9a			The T/O changes listed on this form are to be made on the new machine printed T/O page(s) is				
			Chief, CWD				

T/O CHANGE AUTHORIZATION

Approved For Release 1999/09/20 : CIA-RDP78-03568A000400190008-9

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